

Lee-Whedon Memorial Library

Board Meeting February 11

Present: I. Mark, C. Kiebala, S. O'Dea, D. Schwert, B. Conners, C. Cooper, K. Mostyn

The Open Hearing was held.

C. Cooper called the meeting to order at 4:02 p.m.

The agenda was unanimously adopted on a motion by C. Kiebala and seconded by S. O'Dea.

The January minutes were unanimously approved on a motion made by D. Schwert and seconded by B. Conners.

Financial Reports were distributed for the month of January:

- January Deposit \$1,517.57 (Fines \$416.63, Fax \$401, Notary \$19, Lost \$23.99, Memorials \$380)
 - Square automatic Deposit: Fax \$3.80, Fines \$40.12
 - Total cash & credit deposits for Fax \$404.80 and Fines \$456.75
 - Deposited \$5,000 Bullet Aid from Senator Ortt
 - Deposited \$200 Child Welfare donation
 - Deposited \$48 from WNYLRC, stamp reimbursement for our letter writing campaign
- Aging: \$7,591.04, Transactions: \$-2,713.14
 - All trustees present read and initialed the reports
- Received \$344 from LLSA (Local Library Services Aid). This was the final 10%.
- Received Orleans County Funding \$2,663.80
- Five Star CD matures this month. If we maintain \$50,000 in our savings account we can place the remainder in a 13 month CD at 2.8% interest. The \$50,000 will earn 0.2% interest.
 - S. O'Dea made a motion to approve transferring money from the expiring CD to meet the \$50,000 balance in the savings account and investing the remainder in a new CD. The motion was seconded by I. Mark and approved unanimously.
- D. Schwert made a motion to pay the bills and it was seconded by I. Mark. The motion passed unanimously.
- The Financial Report was reviewed and unanimously approved on a motion made by S. O'Dea and seconded by C. Kiebala.

Our monthly statistics for January were an attendance of 6,266, circulation of 6,290, computer use of 436, Overdrive downloads of 113, Zinio downloads of 42, and Hoopla downloads of 249.

NIOGA's second workshop, on running a Board meeting, was cancelled due to weather and has been rescheduled for March 29 at 9:30 a.m. Please let Catherine know if you will be attending.

NIOGA's Annual Dinner will be May 22nd in Batavia.

I. Mark received a letter from NIOGA requesting that the library put a donation jar at the desk to raise money for Barker Library. The board felt we could do that. NIOGA is hoping each library can raise \$500 and the total raised will be announced at the Annual Dinner.

Lee-Whedon closed on Feb 6th due to the wind chill warning.

C. Cooper shared the bids from Bower and Houseman for replacement of the water heater. Bower's quote for a 40 gallon was \$950 or \$3200 for a tankless and Houseman's quote was \$1425 for a 40 gallon and \$3310 for a tankless. After discussing the benefits and drawbacks of each option, D. Schwert made a motion to approve Bower's quote for the 40 gallon water heater. The motion was seconded by I. Mark and unanimously approved.

C. Cooper brought up having a book drop separate from the building. C. Kiebala and D. Schwert both agreed that it is a potential fire hazard, as discussed in the The Library Book by Orlean. The drop is sheet rocked but the doors are wood and would not protect the building if something was put in there. The same is true for our mailbox. The board suggested we look into fireproof inserts for both units, smoke detectors in the bins, and exterior units.

D. Schwert enquired about the safety of the local history materials in case of a fire. C. Cooper stated that most materials in the units are irreplaceable and the cabinets are not fireproof. We will look into purchasing new fireproof cabinets.

Shortly after the Barker library was destroyed, an electrician came to the library requesting to look at our electrical panels. He stated that he knew Kevin, the Director at NTW, and wanted to ensure that no other libraries had electrical issues. C. Cooper showed him our panels and he pointed out that one of the units should be replaced and gave her a quote for the work. Catherine contacted Tim Enderby at the Village; he is not able to give recommendations about the necessity of replacing the panel as it is a conflict of interest and suggested we call our insurance company. Charlie Slack contacted Utica National for us and they informed him the company who produced the panel has lost their UL license and while a final decision has not been made, they recommended having the panel examined by an electrician at the very least. Catherine called Able Electric to have him inspect our panels. He agreed that the panel is original to the building though in good condition and that he can either put in new breakers or replace the panel entirely and would speak to Tim Enderby about which was appropriate to meet Village Code. Tim suggested that since work was going to be done anyway, we should just replace the whole panel to be safe. S. O'Dea made a motion to have Able replace the panel and was seconded by C. Kiebala. The motion passed unanimously.

C. Cooper and K. Mostyn met with Lt. Draper of the Medina PD about having an emergency drill. It will be a 1.5 hour training in the beginning of March. All staff are required to attend. He will go over active shooter, fire, lockdown, and unstable patron scenarios. He suggested that when/if we replace our front doors we should install a remote locking mechanism. He also mentioned having the staff attend Stop the Bleed training and purchasing supplies for that need.

C. Cooper contact Jennifer at the school library. She is happy to give us a tour. C. Cooper will see if she is available, March 11th at 2:00 p.m. for a tour, the same day as the next board meeting.

C. Cooper sent a letter and an email to Mark Kruzynski at the school regarding the new PILOT for the solar farms in Ridgeway. It is a special district PILOT and she was not sure if the library would qualify. She is awaiting his response.

C. Cooper will be contacting Stohl regarding the asbestos removal at 218 North Ave. We would like to start soliciting bids for the demolition in the spring and the asbestos must be removed first.

We received federal and state tax forms today. C. Cooper immediately put them out for patrons.

D. Schwert asked if there were any other projects that we could use State Construction grants for. Our HVAC handler is original to the building and Todd Houseman has informed us that we need to start looking at replacing the unit as it has passed the usual end of life date. C. Cooper will begin working on bids for replacing the unit. We are planning to include the asbestos removal and demo of 218 North Ave and the purchase of the adjoining property in the grant application this year.

Several high school English classes will be touring the library the last week of February. We will have approximately 45 kids each day. Catherine, Kristine, and Suzanne will each take 15 and spread them out around the library. We will be heavily promoting our online collections and databases as well as highlighting materials relevant to their upcoming research papers.

Everyone read the Treasurer's information packet distributed at the last meeting but will postpone discussion until March.

All trustees read pages 50-64 in the Trustee handbook.

- Homebound services. It is on our website that we offer it though no one is currently using it. D. Schwert asked if we could eliminate it; he was worried about our liability for delivering books in nasty weather. Are staff covered by our insurance if they are injured offsite? It is required by ADA law that we offer it.
- B. Conners wanted everyone to know that she found the handbook very helpful and informative and she was getting a lot from reading the book and the board discussions.

Please read pages 65-80 of the handbook for discussion at the next meeting.

Programs:

- The MHS program is the Blizzard of 77 for February.
- Finally Fridays! continues to rock the library.
- History Discussion Series' second session postponed due to weather.
- February's Family Movie Night is Smallfoot.
- BTOP computer classes for February are The Cloud and Gadgets and Gear.
- Full week of children's programs are scheduled for February break.
- S. McAllister continues to offer monthly playgroups for children.

The Board meeting was adjourned at 5:02 p.m.

The next Regular Board Meeting is March 11 at 4:00 p.m.